BEFORE THE CITY COUNCIL OF THE CITY OF LAFAYETTE
IN THE MATTER OF:

Designation of City's Authorized Agents to Execute And File Documents Necessary to the Process of Seeking State or Federal Disaster Financial Assistance	)))	Resolution 2008-23

WHEREAS, the State Office of Emergency Services required that the City pass a Resolution to designate City's agents who are authorized to execute and file documents seeking certain State and Federal disaster financial assistance;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lafayette amends Resolution No. 23-98 and that it does hereby approve the "Designation of Applicant's Agent Resolution" form attached hereto and incorporated as part of this Resolution. The Administrative Services Director, the Financial Services Manager, or the Engineering Services Manager is designated to act as the City's agent for purpose of executing and filing documents necessary to the process of seeking State or Federal disaster financial assistance.

PASSED, APPROVED, AND ADOPTED THIS 12th DAY OF MAY, 2008.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA) ss.
CITY OF LAFAYETTE)

I, _____, City Clerk of the City of Lafayette, County of Contra Costa, State of California do hereby certify that the foregoing Resolution No. 2008-23 was regularly adopted by the City Council of said City of Lafayette at a regular meeting of said council held on the _____ day of _____, 2008, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Mike Anderson, Mayor
City of Lafayette

ATTEST:

_____
Joanne Robbins, City Clerk
City of Lafayette

GOVERNOR'S OFFICE OF EMERGENCY SERVICES
RESPONSE AND RECOVERY DIVISION
Grants Processing Section
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
PHONE: (916) 845-8110 FAX: (916) 845-8392

April 24, 2008

Mr. Ron Lefler
Public Works Services Manager
Lafayette, City of
3675 Mount Diablo Boulevard
Lafayette, California 94549

Dear Mr. Lefler:

SUBJECT: PUBLIC ASSISTANCE DOCUMENTATION REQUIREMENTS FOR OES ID# 013-39122

The Governor's Office of Emergency Services (OES) has received and reviewed your cover letter dated January 15th, 2008. Unfortunately, at this time we are unable to process your documentation as it is inconsistent with the resolution we have on file. That document (OES Form 130 Designation of Applicant's Agent Resolution – copy attached) indicates the three titles for Authorized Agents as follows:

Administrative Services Director, OR
Accounting Manager, OR
Engineering Services Manager.

Please submit a cover letter that provides the names of the individuals holding these titles OR provide a new OES form 130 listing the new titles of the Authorized Agents for your agency along with a cover letter with the names of those individuals. A blank Designation of Applicant's Agent Resolution (OES Form 130) is attached or can be accessed on the Office of Emergency Services website at http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/d101-OES-130/$file/OES-130-Agentresolu11-02.pdf.

Please submit your original documents to the above address. For further information, please contact the Grants Processing Section at phone number (916) 845-8110. Ask for the Staff Services Analyst to assist you.

Sincerely,

Jack Vossler, Staff Services Analyst
Grants Processing Section
Governor's Office of Emergency Services
(916) 845-8110 Technical Assistance Line
(916) 845-8392 Fax

Enclosure

State of California
OFFICE OF
EMERGENCY SERVICES

P.A. No.: 013-39122

DESIGNATION OF APPLICANT'S AGENT RESOLUTION

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of Lafayette (Name of Applicant)

THAT Administrative Services Director (Title of Authorized Agent), OR

Financial Services Manager (Title of Authorized Agent), OR

Enginerring Services Manager (Title of Authorized Agent)

is hereby authorized to execute for and in behalf of the City of Lafayette, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Lafayette, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Passed and approved this 12 day of May, 2008

(Name and Title)

(Name and Title)

(Name and Title)

CERTIFICATION

I, Joanne Robbins (Name), duly appointed and City Clerk (Title) of City of Lafayette, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the City Council (Governing body) of the City of Lafayette (Name of Applicant) on the 12 day of May, 2008.

Date: May 13, 2008

City Clerk
(Official Position)

(Signature)

State of California

OFFICE OF EMERGENCY SERVICES

P.A. No. 013- 39122

DESIGNATION OF APPLICANT'S AGENT RESOLUTION

BE IT RESOLVED BY THE City Council (Governing Body) OF THE City of Lafayette (Name of Applicant)

THAT Administrative Services Director (Title of Authorized Agent), OR

Accounting Manager (Title of Authorized Agent), OR

Engineering Services Manager (Title of Authorized Agent)

is hereby authorized to execute for and in behalf of the City of Lafayette, a public entity established under the laws of the State of California, this application and to file it in the Office of Emergency Services for the purpose of obtaining certain federal financial assistance under P.L. 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the Natural Disaster Assistance Act.

THAT the City of Lafayette, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the State Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Passed and approved this 9 day of March, 1998

Anne Grodin, Mayor (Name and Title)

Erling Horn, Vice Mayor (Name and Title)

Don Tatzin, Council Member (Name and Title)

CERTIFICATION

I, Sue Jusaitis (Name), duly appointed and City Clerk (Title) of City of Lafayette, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the City Council (Governing body) of the City of Lafayette (Name of Applicant) on the 9 day of March, 1998.

Date: March 9, 1998

CERTIFIED AS A TRUE COPY

CLERK OF CITY OF LAFAYETTE, CALIFORNIA

City Clerk (Official Position)

(Signature)

OES Form 130 (10/97) DAD Form

State of California
OFFICE OF
EMERGENCY SERVICES

OES Form 130 Instructions

When completing the OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Applicant: This is the official name of the agency, city, county, or state organization that has applied for the grant. Examples include: Sacramento Public Water Works; City of Sacramento; Sacramento County; or California Highway Patrol.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with FEMA and OES regarding grants applied for by the Applicant. There are two ways of completing this section:

1. Titles Only: If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If Titles Only is the chosen method, this document should be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.: City clerk, the Authorized Agent, Secretary to the Director, etc.) and does not require the Governing Body's signature.

2. Names and Titles: If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. This will require a new OES Form 130 if any of the Authorized Agents are replaced or leave the position listed on the document.

Governing Body Representative: These are the names and titles of the approving board members. Examples would include Chairman of the Board, Director, Superintendent, etc. These typically will not be the Authorized Agent.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the resolution creation and approval. Examples will include City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person should not be one of the Authorized Agents to eliminate any concerns with possible "Self Certification."

LAFAYETTE
SETTLED 1848 == INCORPORATED 1968

May 12, 2008

CITY COUNCIL
Mike Anderson, Mayor
Don Tatzin, Vice Mayor
Brandt Andersson, Council Member
Carl Anduri, Council Member
Carol Federighi, Council Member

Governor's Office of Emergency Services
Response and Recovery Division
Grants Processing Section
3650 Schriever Avenue
Mather, CA 95655

Attention: Jack Vossler, Staff Services Analyst

Dear Mr. Vossler:

The City of Lafayette wishes to update its Designation of Applicant's Agent Resolution, OES Form 130, regarding P.A. No. 013-39122, with the State of California, Office of Emergency Services.

Attached is an original, certified copy of the updated form. Titles of agents authorized to execute for and in behalf of the City of Lafayette are indicated on the form. Listed below here are the names of the employees currently holding these positions and therefore, authorized at this time to execute for and in behalf of the City of Lafayette.

Administrative Services Director	Tracy Robinson
Financial Services Manager	Gonzalo Silva
Engineering Services Manager	Tony Coe

Please contact me at the City of Lafayette, Public Works Services Office, at 3001 Camino Diablo, Lafayette, CA 94549, or at 925-934-3908 if you have any questions or require further information.

Sincerely,

Ron Lefler
Public Works Services Manager

Enclosure Original, certified Designation of Applicant's Agent Resolution

3675 MT. DIABLO BLVD., SUITE 210, LAFAYETTE, CA 94549
TELEPHONE: (925) 284-1968 FAX: (925) 284-3169
http//:www.ci.lafayette.ca.us